



CITY OF TOLEDO, OREGON

JOB RECRUITMENT - ANNOUNCEMENT

JOB REFERENCE NUMBER: 2024-06
SALARY: \$4,195-\$4,884/month; starting salary depending on qualifications
DEPARTMENT: Public Works Department
POSITION TITLE: Equipment Maintenance Mechanic
POSTING DATE: March 7, 2024
CLOSING DATE: Open until filled

How to apply: Please submit a completed cover letter, city employment application and resume to the City Recorder to the address listed below. A copy of the full job description and the employment application is available on the City's website at www.cityoftoledo.org/jobs. You may pick up a copy at City Hall. For further information concerning the above vacancy please contact the City Recorder at (541) 336-2247 ext. 2060.

Toledo City Hall
Attention City Recorder
206 N. Main Street
Po Box 220
Toledo, Oregon 97391
E-mail: lisa.figueroa@cityoftoledo.org

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

**The duties/responsibilities, experience and certifications listed below is a summary of the requirements for the position. To see a full list of the position requirements, please refer to the job description.*

Performs a wide range of mechanical repairs to City vehicles, equipment, pumps, machinery, and facilities. These include, but are not limited to; engine repair (both diesel and gasoline), electric motor trouble shooting and repair, mechanical maintenance, welding, sheet metal fabrication, limited electrical repairs, and other related duties. Maintains efficient records of all maintenance activities and establishing and maintaining a preventative maintenance program.

Primary/Essential Responsibilities

- Maintains mechanical and electrical functions of Water and Wastewater Treatment Plant facilities including trouble shooting and repair on pumps and motors at water and wastewater pump stations (including diesel powered generators)
- Repairs and maintains the City vehicle fleet, including Public Works, Fire, Police, and Parks and Recreation
- Responsible to ensure that a preventative maintenance program for City equipment and fleet is established and implemented
- Maintains inventory of parts and tools



Minimum Education

- Graduation from High School or GED equivalency

Experience

- Two (2) years specialized training and/or verifiable experience and/or aptitude in motor mechanics including diesel motors/equipment, preferably in “public works operations” environment

Certifications/Licenses

- Must have valid Driver’s License or the ability to obtain one upon acceptance of the position
- Possession of [or the ability to obtain within three (3) months], a valid Oregon State Class C Driver’s License at the time of the appointment required
- Possession of [or the ability to obtain within ninety (90) days of appointment], an Oregon Class B Commercial Driver’s License with tank & air brake endorsement required
- Possession of, or the ability to obtain within a year from appointment, Oregon flagger’s certification card

Knowledge of:

- Position requires an understanding of and the ability to repair machinery and equipment used in municipal operations, in particular Public Works operations.
- Position holder must be able to lift heavy objects, sit, stoop, maneuver into tight spaces, use fingers and hands with dexterity suitable for fine mechanical work.